



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MEDICAL COMMAND
2050 WORTH ROAD
FORT SAM HOUSTON, TEXAS 78234-6000

MCPO-NCR

24 February 2003

MEMORANDUM FOR REGIONAL MEDICAL COMMAND (RMC) COMMANDERS

SUBJECT: Soldier Readiness Program (SRP) Roster Requirements and Procedures

1. All RMC Commanders are directed to implement a new SRP Roster format for reporting soldiers that have completed pre- and post- deployment health assessments. The Army Medical Surveillance Activity (AMSA) is currently tracking these SRP Rosters. The new format will allow AMSA to process the data in a timely manner and eliminate data being returned to you for corrections. Remember, not only is this information important to track health surveillance for the soldier, but this is your data that is being reported to The Surgeon General on a weekly basis.
2. Attached are instructions (Encl 1) on how to properly fill out the SRP Roster along with an example (Encl 2). RMC Commanders are directed to implement this new format down to the lowest level in their region or area of responsibility. This new format is only for the Microsoft Excel roster that you currently submit to MEDCOM Emergency Operations Center (EOC). Continue to send your SRP Roster(s) through your current command channels. The Proponency Office for Preventive Medicine will review all SRP Rosters received from MEDCOM EOC prior to forwarding to AMSA for processing.
3. The point of contact for this action is CPT James T. Flanagan, Jr., Proponency Office for Preventive Medicine, Office of The Surgeon General, at DSN 761-6043, commercial (703) 681-6043 or by e-mail at James.Flanagan@us.army.mil.

FOR THE COMMANDER:

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KENNETH L. FARMER, JR.
Major General
Chief of Staff

Instructions For Development of SRP Rosters As Part of The SITREPS

Refer to the diagram below (paragraph 3) as well as the included Microsoft Excel spreadsheet file to use as the template for all individual military bases within your Regional Medical Command to use in reporting their SRP activity (SRP Rosters only) for **Pre- and Post-Deployment information**. This template will ultimately assist you in reporting your data in a standard manner in order to get full credit for the work you are performing. Remember, not only is this information important to track health surveillance for the soldier, but this is your data that is being reported to The Surgeon General on a weekly basis.

1. Instructions For Filling Out The Template.

- a. Column "A" thru "H" has the titles for each column of the SRP report. Use the titles as shown in the example (paragraph 3) provided.
- b. Column "A" lists the name of the individuals completing the SRP process. List the names as shown in the example (paragraph 3) provided. For example: DOE, JOHN, E
- c. Column "B" lists the rank of the individual. Please use standard acronym shown for military. List civilians as "CIV" or as "GS12" for example.
- d. Column "C" is the social security number. This is the most important field on this form. List the social security number as a valid 9-digit social security number in the formats listed below. Leading zero's of the SSN must present if applicable. The SSN will be listed in a consistent format throughout the SRP Roster. For example:
 - 123456789 - valid listing of SSN
 - 012345678 - valid listing of SSN
 - 000006789 - invalid/unusable listing of SSN
 - 000056789 - invalid/unusable listing of SSN
- e. Column "D" lists the unit to which the individual is assigned.
- f. Column "E" lists the UIC of the unit to which the individual is assigned.
- g. Column "F" lists the destination or operation of the individual.
- h. Column "G" lists the SRP Site. You must list an SRP site (military installation) in this column for the individual listed. The SRP Site name should be used consistently throughout the roster. For example, if the SRP Site is at Fort Lewis, you should only list LEWIS and not any other name like Tacoma or Madigan.

Column "H" lists the date of the actual SRP process.
- j. Column "I" lists the type of SRP the individual went through. Mark field with "Pre" for Pre-Deployment or "Post" for Post Deployment.
- k. Column "J" lists whether the individual went through a MEDCOM sponsored SRP annotated with a "YES" or a non-MEDCOM supported SRP annotated with "NO".

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I. The file name for the SRP Roster should be saved with the following naming convention, but replace your respective RMC title. This makes it easier for everyone to recognize without opening the file, for example:

SITREP_GPRMC_28JAN03_PARA8.xls

2. Other Issues With The Microsoft Excel SRP Roster.

Do not place blank rows in the roster. This makes it harder for the AMSA personnel to process the data into the Defense Medical Surveillance System (DMSS). Any errors found in the SRP Rosters (blank rows, incorrect documentation of the SSN, no listing of SRP site, no listing in column I of whether it is a MEDCOM supported or non-MEDCOM supported SRP, etc.) will be forwarded directly back to the respective RMC for correction. This is your data, and for it to be included in the weekly SRP Summary, it needs to be checked for accuracy prior to reaching the MEDCOM EOC and then us.

3. Diagram of SRP Roster.

The following is a diagram of the expected SRP Roster. A copy of the file is also included with these instructions (if you are receiving this electronically via email). Remember this SRP Roster MUST be in Microsoft Excel format. Any other format is unusable and will be returned for correction. The template was built from the similar forms of the SRP rosters you are already providing to MEDCOM EOC. MEDCOM EOC, AMSA and OTSG have all reviewed this new format for use. Continue to send your SRP Rosters through the command channels you are currently using. We will review all SRP Rosters received from MEDCOM EOC for accuracy prior to forwarding them to AMSA for processing.

FOR OFFICIAL USE ONLY										
	NAME	RANK	SSAN	UNIT	UIC	DESTINATION/OPERATION	SRP SITE	DATE OF SRP	TYPE OF SRP	MEDCOM Supported
3	AAFEDT, NOLE, C	SPC	XXX-XX-	123 Eng Co	VXXXXX	DEF	FT RILEY	DDMMYY	PRE	YES
4	BAKER, BRANDON, S	COL	XXX-XX-	123 Eng Co	VXXXXX	DEF	FT RILEY	DDMMYY	PRE	YES
5	BARGER, CHARLES, A	SGT	XXX-XX-	123 Eng Co	VXXXXX	DEF	FT RILEY	DDMMYY	PRE	YES
6	DEGGINGER, JEFFREY	SFC	XXX-XX-	1234 IN	VXXXXX	SINAI	FT CARSON	DDMMYY	POST	NO
7	TOWNSEND, JOE	CPT	XXX-XX-	1234 IN	VXXXXX	SINAI	FT CARSON	DDMMYY	POST	NO
8	JOHNSON, JIMMY III	SSG	XXX-XX-	1234 IN	VXXXXX	SINAI	FT CARSON	DDMMYY	POST	NO
9	ALVA, LUIS	SGT	XXX-XX-	123TH EN BN	VXXXXX	AFGHANISTAN	FT POLK	DDMMYY	PRE	YES
10	ANDERSON, TYISHA	MAJ	XXX-XX-	123TH EN BN	VXXXXX	AFGHANISTAN	FT POLK	DDMMYY	PRE	YES
11	ATVELL, BRENTON	SGT	XXX-XX-	123TH EN BN	VXXXXX	AFGHANISTAN	FT POLK	DDMMYY	PRE	YES
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4. Contact Information.

If there are any questions regarding this format, please contact CPT James Flanagan Jr., Proponency Office for Preventive Medicine Staff Officer at COM: 703-681-6043, DSN: 761-6043 or via email at: James.Flanagan@us.army.mil.

EXAMPLE OF SRP ROSTER EXPECTED

NAME	"FOR OFFICIAL USE ONLY"					TYPE OF SRP	MEDCOM Supported
	RANK	SSAN	UNIT	UIC	DESTINATION/OPERATION		
AAFEDT, NOLE, C	SPC	XXX-XX-XXXX	123 Eng Co	WXXXXX	OEF	FT RILEY	YES
BAKER, BRANDON, S	COL	XXX-XX-XXXX	123 Eng Co	WXXXXX	OEF	FT RILEY	YES
BARGER, CHARLES, A	SGT	XXX-XX-XXXX	123 Eng Co	WXXXXX	OEF	FT RILEY	YES
DEGGINGER, JEFFREY	SFC	XXX-XX-XXXX	1/234 IN	WXXXXX	SINAI	FT CARSON	NO
TOWNSEND, JOE	CPT	XXX-XX-XXXX	1/234 IN	WXXXXX	SINAI	FT CARSON	NO
JOHNSON, JIMMY III	SSG	XXX-XX-XXXX	1/234 IN	WXXXXX	SINAI	FT CARSON	NO
ALVA, LUIS	SGT	XXX-XX-XXXX	123TH EN BN	WXXXXX	AFGHANISTAN	FT POLK	YES
ANDERSON, TYISHA	MAJ	XXX-XX-XXXX	123TH EN BN	WXXXXX	AFGHANISTAN	FT POLK	YES
ATWELL, BRENTON	SGT	XXX-XX-XXXX	123TH EN BN	WXXXXX	AFGHANISTAN	FT POLK	YES
	"FOR OFFICIAL USE ONLY"						